IMPORTANT STEPS:

1. Choose a date
   - Ideally 6 months out

2. Find a venue
   - Know the cost, if any
   - Ex: Outdoor amphitheater, local park, local firehouse

3. Consider how you will create revenue
   - Ex: Admission to event
     - Ex: 1 ticket for $20 or 6 tickets for $100
   - Ex: Raffle/ Silent Auction
   - Ex: Selling food and beverages

4. Research and invite bands to play at the event
   - Research band's followings
   - Try using a restaurant with an open mic to help recruit bands
   - Try to find bands who are willing to donate their time and bring their own equipment

5. Recruit volunteers
   - Reach out to family, friends, other MPS families in the area, etc
   - Have monthly meetings with committee until event
   - Try to find someone to help with sound system to keep bands happy with their sound at the event

6. Find Sponsors
   - Local businesses, corporate sponsors, etc
   - Sponsors for raffle donations, paying for the venue, food and beverages, other entertainment during event, etc

7. Advertise!
   - Keep materials easy to read- Not too wordy or busy
   - Include information like: Name of event, date, time, location, raffle information, contact information
   - Ex: Invitations, email, e-vite, text, Facebook event, flyers around neighborhood, have bands put a plug out when they play gigs before the event, etc

8. Fill in the details
   - Food and beverages- find vendors
     - Consider inviting food truck vendors who will donate a portion of their profit
     - Consider having local wineries and breweries set up stands
   - Thank you gift for the bands
     - Ex: T-shirts, tumblers, etc
   - Order t-shirts if you want them for your event
     - Remember these come out of your profits if you don't charge for them

TIPS:

- When interacting with others, especially for sponsorship, don't be afraid to pull at heartstrings
- Be sure to thank everyone involved with the event- volunteers, bands, attendees, etc
- Have other activities available to keep people at the event longer
- The bands should bring their own equipment